

Session 5: Module 1 - Height/Weight - Part 1	
SCRIPT	
Description	Text
1. Introduction	Welcome to Session 5 Module 1
2. Duration	Session #5 should take 90 minutes to complete all of its modules.
3. Overview	Session 5 is the second of three sessions that will focus on the Certification Guided Script, or CGS.
4. Overview1	The modules in this session will provide a detailed review of Height/Weight and Blood Work, Immunizations, the VENA tool, Risk Factors/High Risk, Referrals/Other Programs, Nutrition Education, Create SOAP Notes, and the CPA-Determined Follow-up screens. It will also provide a general overview of their corresponding tabs or screens in the Participant Folder.
5. Objectives	By the end of all of the modules in Session #5, you will be able to:
	Add and edit height/weight/blood measurements and use the growth and prenatal weight gain grids
	You will also be able to use the VENA tool to continue to assess health information and dietary needs;
	understand how, when and where you can assess risk factors in the system and also understand the functionality of the high risk indicator.
6. Objectives1	We will also explain what a pseudo cert is, how to recognize one in the Risk Factors and Certification History tabs of the participant folder and how and why the system creates them. You will know how to document referrals and other programs a participant is currently enrolled in, create nutrition education contacts and use the SOAP note template in the CGS.
7. Start	Height and Weight Part 1
8. HWT	All height and weight measurements must be entered into the CGS if a cert is due; not the participant folder.
	Measurement records entered into the participant folder are not saved with a Cert Start Date attached.
	At the end of the CGS, the system determines which required records have a Cert Start Date to ascertain whether the requirements have been completed.
	If there isn't a cert start date attached to the record, then you can't complete the CGS.

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	Lastly, M-SPIRIT only saves one measurement record per contact date regardless of whether it was entered into the CGS or Participant Folder.
9. <htwt>	Search for the participant with State WIC ID: 124437.
10. <htwt1>	Let's take a look at Fern's cert information before opening her participant folder.
11. <htwt2>	Today is 10/16/10 and her last certification ended on 8/8/10.
	Go ahead and open Fern's Participant Folder.
12. <htwt3>	Since we are going to recertify Fern today, let's delete the user-defined alert and close out of the Alerts sections.
13. <htwt4>	<no script>
14. <htwt5>	<no script>
15. <htwt6>	<no script>
16. <htwt7>	We are going to take a look at the Ht/Wt/Blood tab. Click on the tab.
17. <htwt8>	Due to limitations with the recording area, we are going to pan down to show the rest of the screen...
18. <htwt9>	The Height/Weight/Blood tab always opens to the Height/Weight screen.
	The Blood tab is on the right margin.
	Notice that you can add measurements and view growth grids at any time in the Participant Folder.
	Since Fern is due for a recert, we must enter her height/weight measurements into the CGS...
	...and since the screens are the same we are going to review the rest of the Height/Weight tab in the CGS.
	Let's open the CGS.
19. <htwt10>	<no script>
20. <htwt11>	Since we've already reviewed Demographics and Health Information, we are going to quickly complete those requirements...
21. <htwt12>	Open Height, Weight, and Blood.
22. <htwt13>	Looks the same as the Participant Folder, doesn't it?
	The Height/Weight grid displays a history of all measurements records for a participant.

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	The most recent measurement displays at the top.
	The grid includes the date they were measured, the age of the participant on that date, their height in inches, and the position they were measured in, either standing or recumbent.
	It also displays the participant's weight in pounds and ounces...
	...along with the system-calculated Body Mass Index, or BMI.
23. Note	The BMI displayed for pregnant women in the Height/Weight grid is based on their current weight and not their pre-pregnancy weight.
	The Pre-Pregnancy BMI is displayed in the Health Information screen.
24. <htwt13>	We are going to scroll to the right to take a look at the rest of the grid...
25. <htwt14>	<no script>
26. <htwt15>	The Percent Weight Change is also displayed.
	However, this is not useful information and should not be used for assessment or as part of your education...
	...simply because the appropriate rate of weight gain varies by children's age and the value is meaningless without standards to compare it to.
	The last column displays the Possible Incorrect Measurement Reason if selected.
	We are going to scroll back.
27. <htwt16>	<no script>
28. <htwt17>	Notice that the Edit button is disabled.
	It only becomes enabled once a measurement has been added and only on that day.
	We'll discuss that more in a bit.
	Let's click the Add... button.
29. <htwt18>	The Measurement Date defaults to the current date.
	It functions like any other date field and can be changed to a date within the past 60 days if a referral measurement is provided.
	Press the Tab key on your keyboard or click into the Height Inches field.

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30. <htwt19>	As soon as the field focus is past the Measurement Date field the Age at Measurement auto-populates.
31. HtWt1	Comparing the measurement date to the participant's date of birth, the participant's age is calculated and then displayed in months and days if an infant, years and months if a child, and years if postpartum.
	M-SPIRIT calculates and displays the weeks gestation for pregnant women once the LMP Start Date has been completed in the Health Information screen.
	If the Health Information hasn't been completed, the system will display her age in years until it is.
32. <htwt20>	Both the Inches and Eighths fields are required in the Height section.
33. HtWt2	The allowable range has an upper limit and lower limit based on the WIC Category and for infants is 1 to 40 inches, children 12 to 60, and women 40 to 83.
	If the value is not within the limits you will receive a message informing you of the allowable range.
34. <htwt21>	Fern's measurement was 39 and 7/8 inches. Type 39 into the Inches field and press the Tab key.
35. <htwt22>	The Eighths field will accept the numbers 0 to 7.
	If the height is a whole number, you must enter 0 (zero) into the field.
	You can also use the arrows to enter a number. The arrow starts with 0 and stops at 7.
	Since Fern's height measurement was 39 in. and 7/8, let's type 7 into the field and then press the Tab key.
36. <htwt23>	The Measurement Position section includes the Recumbent and Standing radio buttons.
	For women and children over 2 the Standing radio button defaults.
	The Recumbent button is disabled for women and children over 3.
	For children 2 and under...
37. <htwt24>	...the Recumbent radio button will default.
	For children between 2 and 3 years old...

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38. <htwt25>	...you will need to select Recumbent if measured lying down.
39. <htwt26>	Now let's press the Tab key or click into the Pounds field.
40. <htwt27>	Both the Pounds and Ounces fields are required in the Weight section.
41. HtWt3	The allowable range has an upper limit and lower limit based on the WIC Category and for infants is 0 to 40 pounds, children 10 to 200, and women 50 to 499.
	Again, if the value is not within the limits you will receive a message informing you of the allowable range.
42. <htwt28>	Fern's weight was 36 pounds and 13 ounces today. Type 36 into the Pounds field and press the Tab key.
43. <htwt29>	The Ounces field will accept the numbers 0 to 15.
	If the weight is a whole number, you must enter 0 (zero) into the field.
	You can also use the arrows to enter a number. The arrow starts with 0 and stops at 15.
	Since Fern's weight was 36 pounds and 13 ounces, let's type 13 into the field and then press the Tab key.
44. HtWt4	If you use a beam scale or a digital scale, you can refer to the Anthropometric Module on the Montana WIC website for information about how to convert these measurements to ounces.
	We will also be providing conversion guidance that agencies can post close to their scales or provide to their staff.
45. <htwt30>	Once the height and weight have been entered, the system auto-calculates the Body Mass Index.
	The BMI is calculated for all children 2 and older and women.
46. Note1	There are two things to take note of about the BMI in the Height/Weight screen:
	First, the system calculates the BMI for children 2 and older measured recumbent, despite it not being appropriate to assess because the child wasn't measured standing.
47. Note2	Second, as mentioned before, the BMI measurement for pregnant women is based on their current weight and not their pre-pregnancy weight.

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	The Pre-pregnancy BMI is displayed in the Health Information screen once a height record has been added in the CGS.
48. <htwt31>	The last field in the Add Height/Weight Measurement window is the Possible Incorrect Measurement Reason, which allows you to indicate why a measurement may be inaccurate.
	Click the drop-down arrow to view the options.
49. <htwt32>	Your options include Participant Disability, Possible Equipment Error and Uncooperative Client.
	Examples of when it would be appropriate to select from this drop-down might be if the child won't calm down enough for valid measurements to be ensured...
	...or if the participant is wearing a cast or has scoliosis.
	Click the drop-down arrow to close the list.
50. <htwt33>	Click OK to save your measurements and exit.
51. <htwt34>	Notice that the new measurement record has been added to the grid.
	Note the Add button is now disabled
52. <HtWt5>	The Add Height/Weight window has a couple of date validations we should mention...
53. <HtWt6>	First, you cannot have two measurements on the same day
	Second, referrals must be entered in chronological order. Referrals must be entered before today's measurements.
	And finally, measurements must be within 60 days
54. <htwt35>	We will continue our review of the Height/Weight screen in the next module.
	Click the Close Button.
55. <htwt36>	<no script>
56. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions forum on the Montana WIC website.